
AACPS Community Use of School Facilities Manual



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Community Use of Facilities

The Community Use of School Facilities publication is designed to enhance the understanding of the procedures necessary for community-based organizations and groups (user groups) to use Anne Arundel County Public Schools (AACPS) school property, land, grounds, sites, buildings, and structures (school facilities) and provide school administration with clear and concise guidelines on how to administer the process.

Policy Statement

The Board of Education of Anne Arundel County (Board) recognizes that facilities paid for by the taxpayers of Anne Arundel County should be utilized to the fullest extent possible. The Board believes that the interests of the Anne Arundel County community merit the use of AACPS facilities. Thus, the use of AACPS facilities for community purposes is encouraged by the Board and is in accordance with Maryland law as outlined in Policy KC Community Use of Facilities and Regulation KC-RA Community Use of Facilities.

Use of School Facilities

No school facility shall be used by any employee or individual for their own personal business or benefit. Without prior written permission from AACPS, or where granted through this Community Use of School Facilities program, school facilities are restricted to official Board business. Nonprofit organizations may use AACPS facilities for educational, civic, social, religious, and recreational activities. Profit-making organizations shall be limited to using AACPS facilities for activities that are school affiliated and provide a direct benefit to AACPS students or non-profit activities such as athletic programs, fund-raising activities for charitable purposes, and employee support activities.

Disclaimer

The Superintendent/Designee reserves the right to establish or enforce special policies, procedures, restrictions, conditions, and fees governing the use of school facilities if, in the judgement of the Superintendent/Designee, the situation demands such action. User groups may be denied the use of facilities if, in the judgement of the Superintendent/Designee, such groups fail to meet the requirements set forth therein. The right is reserved to revoke or annul any approved application for noncompliance with policy or procedural requirements.

Procedures for Use

Community Use of Facilities is scheduled up to 12 months in advance. User groups requesting the use of school facilities must follow the procedures described below:

1. Submit the [School Facility Use Request](#) at least 30 working days in advance of proposed event; user groups must contact the school that they wish to utilize for their event to request the use of the school facility.
 - a. The school principal does not make the actual determination to approve or not approve school facility use requests. Instead, school principals are to indicate the availability or non-availability and any specific concerns related to the request. The actual or final decision to grant approval is made by the Director of Facilities.
 - b. Requests for facility usage may be approved or not approved based on a variety of factors including, but not limited to, suitability of the user group or event, overcrowding of the facility, parking availability, construction and maintenance projects, or other operational needs, etc.
2. The school principal may require more than one staff member to be present if the function is large or involves the use of special facilities. The user group will bear all additional costs.
3. If the event will be held outdoors, and the expected attendance will be more than 500, as per Bill 13-23, a [Special Event Permit](#) from Anne Arundel County must be obtained. This permit must be obtained at least 90 calendar days prior to the event. AACPS will NOT approve any large outdoor event unless the County Special Event Permit is submitted along with the *School Facility Use Request* form.
4. If the school is available, the user group completes the *School Facility Use Request* form and submits to the school principal for review.
5. User groups must provide a certificate of general liability insurance in the following amounts:
 - a. Profit making organizations - \$1,000,000
 - b. Non-profit and religious use - \$500,000

A certificate of insurance demonstrating that this insurance coverage is in place must accompany the *School Facility Use Request* form. The following verbiage should be included on the Certificate of Liability Insurance:

Event # ____ for the (school name and address). The Board of Education of Anne Arundel County and all AACPS administrators, executives, employees, and volunteers are listed as additional insured under General Liability on a primary and non-contributory basis. 30 days' notice of cancellation with 10 days for non-payment of premium.

6. Prior to the activity, the school principal may require a meeting with the user group's sponsor and/or supervisory staff for planning purposes. A representative of the group shall honor this request.
7. Principals must follow the procedures described below:
 - The school principal reviews the request, then acknowledges that the school is available for the event and that they do not have any concerns with the user group or the proposed event, then forwards the request to the Facilities Rental Technician at EventManager@aacps.org.
 - The school is responsible for requesting heating or cooling, if necessary, through Event Manager, for the event.

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- Once the request is approved by the Director of Facilities, a *Rental Agreement* noting fees will be emailed to the user group. All user groups should pay seven days in advance.
 - Requests for the use of facilities shall not be considered approved until payment, insurance certificate, and any additional required documentation is received in advance of the event and an electronic confirmation has been sent to the user group.

Hours of Operation and Cancellation Provisions

AACPS facilities may only be used at times that shall not interfere with regular school hours and/or other school sponsored activities and programs.

1. The hours of operation for user groups to utilize AACPS school facilities shall follow the school calendar and normal operating hours. Normal operating hours for user groups during the school year are restricted to start one hour after school dismissal and up until 10:00 p.m. on regular school days, and from 8:00 a.m. to 10:00 p.m. on non-school or weekend days. Operating hours for user groups during the summer are approved on a case-by-case basis. Gymnasium and outside athletic field use times may be adjusted at the discretion of the school principal/designee.
2. The use of school facilities is prohibited on designated holidays, election days, and some Fridays during the summer. The only exception is when the activity is school sponsored and where advance approval has been granted by the Director of Facilities.
3. The use of school facilities during weekends, summer, extended holidays, or at any other time may be restricted, modified and/or revoked for construction, building maintenance or other operational needs, or following inclement weather events. Every effort will be made to notify user group(s) in a timely manner if a previously scheduled event or activity must be cancelled or rescheduled.
4. If schools are closed for inclement weather on a school day, all use of school facilities will be cancelled for that day or evening. If it snows on a Friday and schools are closed, activities may be cancelled for Saturday and Sunday to facilitate snow removal. For Anne Arundel County Department of Recreation and Parks (Recreation and Parks) scheduled activities, please confirm cancellation information by calling the weather cancellation hotline at 410-222-7312 or by visiting the [Recreation and Parks website](#).
5. The rescheduling of postponed school events and Recreation and Parks activities will follow the priority placement schedule established under the User Group Classification.
6. Unanticipated use of school facilities for school-related activities and educational programs may occasionally arise. The rescheduling of postponed school athletic events, practices, and the scheduling of school sponsored district, regional, county, and state contests will take precedence over all other uses whether already scheduled or not. The normal function of the athletic and intramural program will not, under any circumstances, be curtailed or become a second priority to any other user group activity.
7. User groups wishing to cancel their event must provide written notice to the Facilities Rental Technician and the School they have requested to use at least seven (7) days prior to the event to receive credit for their rental fees. Cancellations received less than seven (7) days prior to the event will be charged an administrative fee equal to the cost of four (4) hours of

total rental fees. All charges for an event that the user group fails to show for remain the obligation of the user group.

Indemnification/Insurance

Any group, agency or organization (user group) using public school property described herein and referenced on the *School Facility Use Request* acknowledges and agrees that neither Anne Arundel County, Maryland, nor AACPS Parties, including its Board of Education, administrators, executives, employees, and volunteers shall be responsible for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from the use of the school property authorized by the *Rental Agreement*. Additionally, each party or person using the school facility described in the *Rental Agreement* acknowledges and agrees that each such party or person is jointly and individually responsible for any and all expenses of, cost of defense, losses to, damages or claims made against Anne Arundel County, Maryland and/or the AACPS Parties, including its Board of Education, administrators, executives, employees, and volunteers that are in any way caused by or result from the use of the school facility under the *Rental Agreement*. In the event property loss or damage is incurred, as the result of the approved use of the public school property by the user group, the amount of damage shall be determined by the principal in conjunction with Facilities staff, and the user group will pay for said damage, to include labor costs as determined by AACPS. If damage reimbursement is not received within a reasonable period of time, legal action may be taken by AACPS to recover the damage costs and the responsible user group will be denied future facility use until restitution is satisfied.

User groups must provide a certificate of general liability insurance in the following amounts:

- Profit-making organizations - \$1,000,000
- Non-profit and religious use - \$500,000

The following verbiage should be included on the Certification of Liability Insurance:

Event # _____ for the (school name and address). The Board of Education of Anne Arundel County and all AACPS administrators, executives, employees, and volunteers are listed as additional insured under General Liability on a primary and non-contributory basis. 30 days' notice of cancellation with 10 days for non-payment of premium.

General Safety and Security

Groups using AACPS school facilities shall comply with Federal, State, and local laws and all regulations and policies of the State Board of Education, the Anne Arundel County Board of Education, the local Health Department, and the State of Maryland Fire Marshal. Additional safety and security measures are required for school sponsored events, reference school sponsored event section.

1. It is the responsibility of each user group to establish an on-site contact person to be available during the entire duration of each activity, whose responsibility shall be to monitor the arrival and departure of its participants, ensure that only designated entrances to the facilities are utilized, and to ensure that only those participating in the activity gain entrance to the facility. Outside doors must never be propped open or otherwise left unattended.

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2. Identification badges or labels shall be worn and properly displayed by the designee and adults supervising the activity. The information should include the name of the person and the name of the group or activity. The representative shall either place a person at the designated entrance to allow only their participants' entry until fifteen minutes after the event begins or provide a cell number for participants to contact for entry later than fifteen minutes after the event begins.
 3. Each user group shall inform participants to arrive no earlier than fifteen minutes prior to the scheduled start times of the activity and to leave the facility within fifteen minutes after the scheduled ending time of the activity. The designee is not to vacate until all participants have exited.
 4. The designee shall inform the staff member on duty that the activity is concluded and that the building/room may be secured.
 5. The designee shall ensure that they have access to a cell phone to reach law enforcement or emergency personnel should the need arise.
 6. Approval for the use of school facilities may not be transferred from one organization, group, or individual to another.
 7. At no times shall fire lanes, emergency access drives or fire hydrants be blocked or otherwise obstructed.
 8. All AACPS schools/grounds are equipped with CCTV cameras. Authorized personnel from local, state, or federal police or fire emergency units may be given access to view images projected on the camera system. If you have any questions about the system, you can contact the Division of School Security at 410-222-5083.

Crowd Management Certification

The Anne Arundel County Fire Marshal Division and the City of Annapolis Office of the Fire Marshal require that "assembly occupancies" are to have the appropriate number of trained "Crowd Managers" for any assembly of 50 or more persons and another manager for each additional 250 persons.

"Uniform Fire Code NFPA 1 – 20.1.4.6 Crowd Managers – Assembly occupancies shall provide a trained Crowd Manager during all hours of operation. An additional trained person is required if the capacity reaches 250 persons and for each additional 250 persons after that. The posted capacity (occupant load) may never be exceeded for any reason."

Training may be completed by taking the [Crowd Management Training Course](#). After the course is successfully completed; for non-school sponsored events, an email verification showing successful completion/ certificate should accompany your *School Facility Use Request* and be forwarded to the Facilities Rental Technician.

Having trained Crowd Managers at events will help to ensure the safety of all those attending. We want to provide for the safe enjoyment of any activity/event held on/in a school facility. If you have any questions, please contact the Division of School Security at 410-222-5083.

General Standards/Requirements

Anne Arundel County Public Schools may make its public school facilities available for community purposes upon written request. School facilities may be used for public functions (public speaking, education, social, recreational, religious, and other lawful activities,) at the discretion of the Superintendent/Designee. School departmental facilities, such as laboratories, music, vocational and commercial departments, generally shall not be made available for non-school use. The *Rental Agreement* specifically excludes use of machines, specialized equipment, or storage spaces. Such use must be expressly requested and granted as part of the request.

The following general standards apply to all user groups and must be considered before submitting a *School Facility Use Request*.

1. Use of school facilities during regular school hours for other than school purposes shall require the approval of the Superintendent/Designee.
2. The number of people using the facility at any time shall not exceed the limit set forth by the Fire Marshal for the respective facility.
3. The Carol S. Parham Building, Arlington Echo, and Centers of Applied Technology are limited in availability to user groups.
4. School facilities may not be used for activities that constitute a public nuisance or create a traffic hazard; which are disorderly and unlawful; of a nature which could incite others to disorder; are restrictive by reason of perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, or disability.
5. Use of school facilities for overnight activities is not permitted. The Superintendent/Designee may approve limited exceptions that are consistent with the purposes and intent of Board policy, regulation, and mission.
6. All AACPS facilities are designated as drug- alcohol- and tobacco-free sites as outlined in [Regulation JCC- RAC Alcoholic Beverages, Controlled Dangerous Substances, or Other Intoxicants](#). The sale, use, distribution, manufacture, possession, or dispensing of drugs, synthetic or mind-altering substances, or alcohol in any form is prohibited. The use of tobacco – products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed, including cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, electronic cigarettes or vapor pens, whether or not containing tobacco products, is prohibited.
7. Any user group using school facilities shall indemnify and hold harmless Anne Arundel County, Maryland, and/or AACPS Parties for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused or result from their use of school property.
8. A certificate of general liability insurance must be obtained in the following amounts:
 - Profit-making organizations - \$1,000,000
 - Non-profit and religious use - \$500,000

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9. Activities deemed high risk that expose the County and/or AACPS, its students, employees, and volunteers to an elevated risk of personal injury or property damage must be submitted for review to the Insurance Management Office.
 10. The following activities are prohibited: animal shows, animal training/obedience classes, car washes or other outdoor water related activity requiring more than minimal water use, car shows, carnivals, circuses, craft fairs* festivals, fires, open flames or flammable materials, flea markets, and yard sales, to include grounds and parking lots. *unless sponsored by school, PTA/PTO/CAC, or Booster Group.
 11. Animals are not permitted except for service animals necessary to help individuals with disabilities. The user shall clean up any school grounds used by service animals participating in scheduled events.
 12. School facilities shall not be used for events, ceremonies, or rituals that are personal/private in nature, including parties, celebrations, weddings, showers, funerals, vigils, memorial services, and other special events.
 13. School facilities shall not be used for dances unless school sponsored.
 14. The use of decorations is limited to non-flammable materials and must meet local fire codes. The principal may deny, or direct modifications to, the use of decorations.
 15. No organization, public or private, shall be granted use of school facilities for any activity which includes the use of games of chance, roulette wheels, or gambling of any kind, including silent auctions or bingo.
 16. Profit-making organizations may only use AACPS Facilities:
 - for activities that are school affiliated and provide a direct benefit to AACPS students or non-profit activities such as athletic programs, fund-raising activities for charitable purposes, and employee support activities; or,
 - If they have been contracted by AACPS.
 - The Superintendent/Designee may approve exceptions that are consistent with the purposes and intent of Board policy, regulations, and mission.
 17. Food truck vendors are only permitted on school property if they are operating in conjunction with a school fundraising effort, school/system sponsored event where the intended customers are AACPS students and staff, or user groups with an approved *School Facility Use Request* where the intended customers are the user groups/participants/users; are not competing with Food and Nutrition Services operations; and these vendors have provided an executed [PTA/PTO Booster Group School Vendor Contract](#), valid Department of Health license and certificate of insurance meeting our

insurance requirements. If operating on a school day, vendors must be entered into the RAPTOR System.

18. Cell phone reception is not guaranteed in/on any school facility.
19. Applicants agree and acknowledge that for various economic or business reasons, the environmental conditions, to include heating and air conditioning, in school facilities may vary from those that exist during normal school hours.
20. In the event of mechanical malfunction of heating or cooling equipment, AACPS will make every effort to correct the situation, however, AACPS does not provide 24/7 emergency service, and repairs may not be made until after the user group's event has concluded. User groups will NOT be eligible to claim partial or full credit of the fees paid if AACPS is unable to correct the situation.
21. Failure to leave areas used by the user group in a satisfactory condition shall allow school authorities and/or Recreation and Parks to refuse further use.
22. Areas prohibited to user groups within school facilities include, but are not limited to:
 - Boiler and mechanical/electrical rooms
 - Penthouse/attic areas/catwalks
 - Confined spaces, tunnels, and crawlspaces
 - Roofs
 - Warehouses and lesser storage areas
 - Office areas, including all administrative facilities
 - Receiving and storage areas
 - Custodial and maintenance areas
 - Teacher workrooms
 - Gated and restricted areas
 - Family and Consumer Sciences areas
 - Technical Education Shops
 - Science Laboratories
 - Stage/Theatre Prop/Assembly areas
23. Organizers of groups expecting 200 or more persons in attendance and serving food or drink must provide and/or use clearly distinguished recycling receptacles. Recycling containers shall be placed immediately adjacent to each trash receptacle. Glass, plastic (no Styrofoam,) metal, and non-soiled paper shall be recycled. Violations are subject a civil penalty not exceeding \$50 for each day on which the violation exists. Visit [SB 781](#) for more information.
24. The use of the school kitchen shall not be permitted unless a [Kitchen/Dining Room Use Application and Permit](#) form has been completed and approved and an authorized AACPS cafeteria worker is present to supervise the operations of the equipment and safeguard food and supplies when access is needed to kitchen storage areas.

25. Only the Superintendent or the Supervisor of Purchasing, under the Superintendent's delegated authority, may contract to lease school real property, and only after full vetting by the Director of Facilities, Chief Operating Officer, Insurance Management, and Legal Offices.

26. The Superintendent/Designee has final authority to approve or deny any facility use request.

User Group Classifications

Community based organizations and groups (user groups) shall be assigned in accordance with the below priority placement schedule. These user groups must have a definite structure, organization, and sponsorship to be considered eligible to use public school facilities.

School Sponsored Groups

School sponsored groups do not pay for facility use.

For a group to be considered a "School Sponsored Group," the following requirements must be met:

- The school must accept responsibility for the activity.
- **The school must provide direct oversight and supervision of the activity.**
 - The staff member providing oversight and supervision must be a Unit 1, 2, 5 or 6 employee, without exception.
 - The staff member must be onsite during the activity to respond to problems and/or emergencies that may arise.
 - The staff member must have access to the roster of participating students and their emergency contact information.
 - The staff member does not have to be physically in the room/location of the activity as long as there is a properly vetted PTA/PTO/Booster Group member or volunteer with an AACPS supported fingerprint background check supervising the students. This individual must be able to quickly get in touch with the supervising staff member from wherever the activity is occurring.
- School sponsored activities must adhere to all Board policies and procedures.
- A student's parent/guardian cannot be requested to sign a waiver/release from any participating organization releasing them from their negligent acts or omissions.
- Schools acknowledge that school sponsored activities increase the costs for AACPS such as custodial overtime or additional heating/cooling run times. They will do their best to combine activities or cluster events in zones to minimize these costs.
- Appropriate Crowd Management Trained staff must be present at all times.
 - It is important to train anyone who may have supervisory responsibilities or other duties at your various events. This could include all administrators, ticket takers, coaches, choral and band directors, etc. Keep in mind that some events, such as large sporting events, could have as many as 3,000 attendees or more requiring at least 12 Crowd Managers. Cafeterias will have at least 50 and often more than 250 persons in attendance in larger schools. Also, understand that not everyone trained as a Crowd Manager will be present at every event or activity. An ample number of persons to cover all events should be trained.

Anne Arundel County Department of Recreation and Parks

Recreation and Parks pays for facility use as outlined in the annual Memorandum of Agreement (MOA) between Anne Arundel County Public Schools Board of Education and the Anne Arundel County Department of Recreation and Parks.

Accreditation through Recreation and Parks will only be granted to groups or activities that Recreation and Parks is willing to sponsor and is designed for scouting and athletic organizations only. They will only permit athletic activities that align with the National Federation of State High School Associations (NFHS) rules and standards of play for each sport. Field and/or gymnasium spaces will only be permitted to sports that are designed for that facility. Allowing indoor permits for outdoor sports creates an unsafe environment that increases the potential for both injury to our children and damage to our facilities. Outdoor sports, including but not limited to, field hockey, soccer, football, baseball, softball, tennis, or lacrosse will not be permitted by Recreation and Parks for auxiliary or main gymnasiums, even if using substitute balls.

Before and After Care

Before and After Care providers do not pay fees for facility usage during the school year.

Designated rooms for Before and After Care may be used by the school during school hours if agreed upon with the providers and school. If agreement cannot be reached, the request shall be sent to the Director of Facilities for a decision.

Before and After Care is provided by four pre-approved agencies, Anne Arundel County Department of Recreation and Parks, Annapolis City Department of Recreation and Parks, the Y of Central Maryland, and Super Kids' Place, Inc. No other providers will be permitted in AACPS schools unless approved by the Chief Operating Officer.

Summer Camps/Programs

Summer Camps/ Programs pay fees in accordance with individual Memorandums of Agreement (MOA's) or contracts. The Superintendent/Designee may approve limited exceptions that are consistent with the purposes and intent of Board policy, regulation, and mission.

Individual schools cannot sponsor summer camps unless they are approved by the office of Academic Supports and Enhanced Programs. Scheduling for summer activities begins in the fall prior to the proposed summer camp dates.

Federal, State, County, and City Agencies

Governmental agencies (Federal, State, County or City) pay fees in accordance with individual Memorandums of Agreement (MOA's) or fee schedule. The Superintendent/Designee may approve limited exceptions that are consistent with the purposes and intent of Board policy, regulation, and mission.

Higher Education Groups

Colleges/Education Institutions shall be required to schedule the use of a facility through the Office of Professional Growth and Development.

Educational institutions that fulfill Federal and State requirements and other needs of AACPS shall not be charged for the use of the facility.

Community Groups (Homeowner/Condominium Associations, etc.)

Community groups must pay for room use in accordance with the fee schedule.

Religious Groups

Religious groups must pay for room use based on whether the group is using a facility for short-term (less than five years) or long-term (greater than five years) accommodations. A change in location from one school to a different school does not restart the five-year waiver of room use fees.

- A certificate of general liability insurance in the amount of \$500,000 must be obtained.
- Religious organizations that plan to build or purchase their own facility and are using AACPS schools as a short-term worship space will pay in accordance with the fee schedule.
- The Superintendent/Designee may grant up to two six-month extensions for the following reasons:
 - The facility into which the religious organization will move is substantially complete, but an occupancy permit has not yet been granted.
 - Compliance of permit requirements is beyond the control of the religious organization.
- Religious organizations that have no plan to build or purchase their own facility, or that have exceeded their terms of usage and extensions, and wish to utilize AACPS schools as their permanent worship space need to follow the same procedures as any other community group. See Community Groups above.
- Religious groups wishing to hold services on a single day (Palm Sunday, Easter Sunday, Christmas Eve, etc.) need to follow the same procedures as any other community group. See Community Groups above.
- Baptisms using more than one gallon of water are prohibited.
- No flammable decorations or items, nor any volatile liquid, or any device producing open flames will be used; only flameless candles are allowed.

Athletic Training and Sports Camps (Organized/directed by school personnel)

Athletic training and sports camps organized/directed by school personnel are considered school sponsored events and must adhere to the guidelines of school sponsored events listed above in addition to those listed below.

Athletic Training and Sports Camps must meet the following conditions:

- The school principal must approve the use of the school facility.
- The Athletic Director must verify that the camp meets all Maryland Public Secondary School Athletic Association rules.
- The Athletic Director must verify that the camp does not conflict with maintenance projects related to the school.
- Camp budgets must be reviewed and approved by the Coordinator of Athletics before the camp starts.

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- If there is a fee charged for the camp, individuals or groups conducting the camp must donate back to the school all proceeds from the camp after expenses.
 - The school is responsible for entering the camp into Event Manager to prevent scheduling conflicts.

Non-Profit Groups

Non-profit groups must pay for room use in accordance with the fee schedule.

- A certificate of general liability insurance must be obtained in the amount of \$500,000.

All Other Groups

All other groups should be directed to the Facilities Rental Technician at 443-770-5210.

Fields and Outdoor Facilities

An AACPS employee does not need to be on duty unless access to the building is required, or concession stands are to be used. The principal will make this determination.

- All grass fields are closed from December through February.
- Community Groups/Organizations use of the fields cannot interfere with school events or Recreation and Parks activities.
- Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the *School Facility Use Request Form*. Approval for such installations is in effect for that school year only and subject to removal, relocation, or alteration at the end of the season.
- Permanent installation of any equipment which alters the playing fields, such as outfield fences, are subject to Board Policy and Regulation. The Facilities Division reserves the right to remove these items at any time.
- If an organization wishes to place storage containers or porta-potties on Board property, in addition to approval by the principal and Director of Facilities the organization must provide a deposit in the amount equal to the cost of removing said storage container. This must be supported by an invoice or proposal from a company and supplied by the organization wishing to place the storage container.
- In the case of inclement weather, the principal may deny the use of a playing field to prevent damage to an established athletic field. This applies to all activities, especially to contact sports such as football, soccer, or lacrosse.
- Motor vehicles shall be parked only in designated areas or on surfaces designed for parking. Do not park in fire lanes or obstruct access to fire hydrants.
- Tables, chairs, and benches shall not be placed on running tracks or on the playing surface of tennis and multi-use courts. Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. User groups may not dig holes or drive stakes into the ground. Only portable booths, canopies, and equipment can be used, but must be properly secured, and must be removed immediately after the activity.
- Lines shall not be painted on tennis courts, multi-use courts, or on any other hard surfaces.
- If concession stands are permitted, all products must be provided using disposable containers. No glass containers of any type are permitted. User groups will leave the grounds in the same condition as they were found. Groups must properly dispose of all trash and litter into proper trash and recycling receptacles. Extra tipping fees (for refuse or recycling) may apply if contamination occurs or if tipping exceeds scheduled frequency.

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- Exterior PA systems or scoreboards may not be used unless an authorized representative of the school is available to operate such equipment, such as the Athletic Director or other approved AACPS athletic staff. The user group shall be charged to cover overtime expenses for school staff who operate this equipment.

Parking Lots

AACPS parking lots are intended for school use, school sponsored activities, and other very limited allowable functions. AACPS will not grant permission or exclusive use of its parking lots to individuals, organizations, or entities that do not provide a direct benefit to AACPS.

Dance Studios

The following guidelines have been developed to protect dance studios.

- Find a custodian to unlock the studio upon arrival and be responsible for locking the studio when classes are over.
- Street shoes are not allowed in dance studios.
- Dance shoes should never be worn while walking to or from parking lots. They should be put on in the hallway immediately prior to class.
- Taps must be checked before each class to ensure they are in good condition and screwed in tightly.
- Food or drink is not allowed in dance studios. Non-glass containers with water are allowed.
- Visiting teachers will need to provide a sound system.
- No parents are permitted in dance studios.
- Please do not change the bulletin boards or white boards.
- Please do not touch anything on or in the teacher's desk.
- Please make sure dancers take all belongings with them at the end of each class.

Kitchens

School affiliated organizations may [apply](#) to use kitchen facilities for any fundraising activity if all proceeds directly benefit the school or a school club.

- The use of kitchen appliances shall not be permitted unless an authorized AACPS Food and Nutrition Services employee is present to supervise the operations of the equipment and safeguard food and supplies when access is needed in these storage areas. The user group shall be charged to cover expenses incurred.
- The [Kitchen/Dining Room Use Application and Permit](#) will be completed by the organization representative in cooperation with the cafeteria manager. Application is to be made at least three weeks prior to the activity.
- Upon completion of the application, the cafeteria manager will receive a check from the representative made payable to Anne Arundel County Public Schools, Division of Food and Nutrition Services. The standard fee is on the application.
- The cafeteria manager will give a copy of the application to the organization representative after payment is made.
- The group's representative may need to contact the Anne Arundel County Department of Health Food Protection Program, by calling 410-222-7192 for further guidance.

Supplies, Equipment, and Furnishings

- Instructional equipment and supplies may not be used, lent, traded, encumbered, relocated or removed from the premises, or consumed, under any circumstances, by any user group.
- With prior permission of the school principal, use may be made of non-instructional stage and lighting equipment. Use of this equipment requires additional fees so that a school employee properly trained in the use of this equipment will be in attendance to operate that equipment for the duration of the activity or event. A meeting to determine the number of staff members required will be held prior to determining the total rental and use fees. If adequate school coverage is not available, the school principal/designee shall not approve the event or activity.
- Use of other non-instructional equipment such as bleachers, furniture, etc. must be approved by the principal/designee.
- User groups using gymnasium spaces are prohibited from adjusting bleacher sections.
- Posted maximum seating capacity shall be observed in multi-purpose rooms, auditoriums, cafeterias, and gymnasiums.
- Any alteration to electric service panels or electrical equipment is prohibited. Users should not overload electrical outlets.
- Any electrical equipment being used by a user group must meet UL listing standards.
- Use of school wireless networks is prohibited.
- If an organization wishes to place storage containers or porta-potties on Board property, in addition to approval by the principal and Director of Facilities, the organization must provide a deposit in the amount equal to the cost of removing said containers. This must be supported by an invoice or proposal from a company and supplied by the organization wishing to place the storage container.

Custodial Staff Responsibilities

The duties and responsibilities of AACPS custodial staff during the use of school facilities shall be to attend to and care for Board of Education property; to provide light, heating/air-conditioning (if applicable), and access to the requested space. A member of the school custodial staff must be on duty and on-site during the time indoor portions of a school facility is being used regardless of user group designation.

On Saturdays, Sundays and Holidays, school staff shall:

1. Arrive at the school 30 minutes before the scheduled activity; check boilers or chillers upon arrival.
2. Unlock the necessary doors and turn on lights as needed.
3. Along with the designated representative of the user group, school staff will assist with the set-up of furniture as needed for the activity when prior approval has been granted per the *School Facility Use Request*.
4. Be available to assist the organization before and during the activity with routinely assigned duties along with inspecting the areas for damage.
5. At the completion of the user group's activity, school staff shall lock all doors and windows, clean area restrooms, empty trash and recycling containers, turn off all lights, and secure the building.
6. It is not the duty of school staff to discipline, supervise, or maintain order with any user group.
7. School system staff shall not accept funds, nor be paid directly by user groups.

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8. Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any user group.
 9. The custodian or school stage crews are not obligated to assist in changing scenery.

User Group Responsibilities

1. The user group must have received a confirmation email with the signed *Rental Agreement* before accessing any AACPS building.
2. The user group must accept the entire responsibility for providing personnel to monitor, supervise, and secure corridors and other areas of the facility in order to confine those in attendance only to the parts of the facility that are expressly approved for use. Permission to use the facility governs and extends only to that part of the premises assigned in the *Rental Agreement* and to the adjacent restrooms.
3. Arrive on time and leave on time. If an event goes over the scheduled time, the Facilities Rental Technician will provide an invoice for any additional charges over the amount pre-paid by user group.
4. Except for restrooms, the user group must clean the areas used and place trash and recycling in proper receptacles.
5. The user group must ensure that proper use is made of the parts of the building assigned in the *Rental Agreement* and that care is taken with all equipment and furnishings contained therein. Do not ask the custodial staff for additional rooms, equipment, or services during your activity.
6. The designated representative of the user group shall cooperate with the designated school staff member on duty in meeting reasonable requests such as moving tables, setting up folding chairs, or other similar arrangements.
7. Make no alterations or adjustments and bring no large pieces of equipment or furniture into the building without securing permission from the school principal in advance.
8. Observe all Fire and Life Safety Code requirements and see that exits, fire extinguishers, and fire alarm pull stations are left clear for any emergency that may arise. No flammable decorations or items, nor any volatile liquid, explosives, or any device producing open flames will be used.
9. Do not prop open any outside doors or leave them unattended. This is a critical security concern. It also limits the capability of the HVAC system.
10. Assume complete responsibility for prohibiting the use of illegal drugs, alcoholic beverages, tobacco products, and weapons in the building and/or on school premises in accordance with Board Policies and the Public School Laws of Maryland.
11. Assume financial responsibility to repair or replace damage to the building, equipment, or property that may result from its use other than normal wear and tear.
12. Failure to provide adequate supervision or to enforce safety and security requirements may warrant denial of future use by the user group.
13. If the use of a school facility involves the receipt and/or temporary storage of supplies and/or equipment for the benefit of the group, this information must be included as part of the original request. Schools will not be responsible for the receipt and/or temporary storage of supplies or equipment. Schools will not be responsible for the damage to or loss of this property.
14. If an organization wishes to place a storage container and/or Porta on Board property, in addition to approval by the principal and Director of Facilities, the organization must provide a deposit in the amount equal to the cost of removing said storage container. This must be supported by an invoice

or proposal from a company and supplied by the organization wishing to place the storage container.

15. All deliveries must be made in accordance with the school receiving policy as outlined on the AACPS [Purchasing website](#).
16. Vehicles must unload and load in zones designated for this type of activity. Under no circumstance are vehicles to drive or park on walkways, pavements, or grounds not designated for vehicular traffic.

Principal Responsibilities

The principal may designate another administrator to handle the administration of the Community Use of School Facilities procedures.

To fulfill the responsibility and accountability for the use of school facilities to a user group, principals must:

1. Upon receipt of a *School Facility Use Request* form from the user group, the principal or designee decides whether their facility is available to the user groups based on:
 - Suitability of the user group
 - Type of use requested
 - Availability of the space within the facility
 - Adequate custodial coverage
2. Principal or designee must forward *School Facility Use Request* to the Facilities Rental Technician who will enter the event into the approved scheduling software program.
3. Principal or designee must approve pending events in the approved scheduling software within three (3) days.
4. Principal or designee must provide verification of the Office of School Security guidelines including verifying that background checks have been conducted, if appropriate.
4. If an approved activity is cancelled for a user group, other than a school sponsored event, the Facilities Rental Technician must be notified immediately.
5. Should adequate school custodial coverage become unavailable after the event or activity has been scheduled, the school principal or designee shall promptly notify the Operations Office to request substitute coverage.
6. Principal is responsible to submit custodian overtime during the same pay period that the overtime is worked, using the [correct overtime codes](#).
7. Follow-up steps at the conclusion of the activity should include:
 - Inspection of the areas occupied
 - Upon discovery of damages or the need for related custodial services, a submission of said claims should be reported in writing to the Facilities Rental Technician.
8. The principal's authority is sufficient to handle these procedures; however, please notify the Director of Facilities of any concerns or issues at 443-770-5220, should the need arise.

High Risk and Prohibited Activities

High-risk activities are those that expose the Board of Education, students, employees, and volunteers to an elevated risk of personal injury or property damage. These activities are often difficult to control and pose substantial liability considerations.

All school-sponsored high-risk activities or programs must be submitted for review to the Insurance Management Office using the [Request for Activity Review of School Sponsored Activities](#) form. School-sponsored activities are those that are planned and/or controlled by school personnel regardless of whether the activities take place on or off school property or occur during normal or after school hours. This also includes activities sponsored by a PTA, PTO, or Booster Group that occur on school property. Submissions need to be done as early in the planning stage as possible in the event the activity is not approved and an alternative activity needs to be identified. Please refer to the list below for examples of activities that are considered high-risk (not all inclusive).

If your school is required to enter into a contract or sign a release form for the activity to take place, attach a copy to the *Request for Activity Review of School Sponsored Activities* form prior to signing the document. If the activity requires a vendor to provide equipment or services on school property, and your school is hosting and sponsoring the activity, attach a copy of the completed [School Agreement for Independent Consultant/Contractor](#), to the *Request for Activity Review of School Sponsored Activities* form. If the PTA, PTO, or Booster Group is hosting the activity on school grounds, attach a copy of the completed [PTA/PTO/Booster Group School Vendor Contract](#), to the *Request for Activity Review of School Sponsored Activities* form. If the *PTA/PTO/Booster Group School Vendor Contract* is being used, also attach the required certificate of insurance.

If you have any questions, please feel free to contact the Insurance Management Office at 410-222-5223.

Examples of High-Risk Activities

Amusement equipment, games, inflatables	Student use of ladders, scaffolding, lifts, catwalks
Adventure courses	Roller skating
Boating	Rollerblading
Climbing walls	Snow boarding
Drones (flying of unmanned aircraft systems)	Snow, cross country skiing
Ice skating	Therapeutic horseback riding, pony rides
Pool parties	Tobogganing

Prohibited Activities

- Activities in direct conflict with private enterprise in the community
- Activities involving weapons whether real, look alike, or antique
- Aircraft rides (other than commercial transportation)
- Bike races
- Bungee jumping, runs
- Car shows
- Car washes
- Games of chance, roulette wheels, silent auctions, or gambling of any kind
- Go Carts
- Helicopter rides, landings on school property
- Hot air balloon rides/exhibits
- Items thrown from aircraft
- Jet skiing
- Mechanical amusement equipment
- Mechanical bull riding
- Motorcycling

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- Carnivals, circuses, or similar traveling shows
 - Caving or spelunking
 - Contact karate, boxing
 - Craft fairs (unless sponsored by school, PTA/PTO/CAC, or Booster Group)
 - Domestic pets, animal shows, training classes, obedience classes, or exhibits on school grounds except those used in regular instructional programs and needed as a service animal/ADA accommodation
 - Donkey basketball/baseball
 - Dunk tanks
 - Extreme sporting events
 - Festivals
 - Fires, open flames or flammable materials
 - Flea markets
 - Ocean sport (surfing, snorkeling, scuba diving))
 - Partisan political meetings
 - Polar Bear Plunge*
 - Pyrotechnical events
 - Rock climbing, rappelling
 - Rodeo and roping events
 - Rollerblading/roller skating
 - Skateboarding, hoverboards
 - Skydiving (in or outdoors), parasailing
 - Snow caving
 - Suspension or elevated acts/stunts
 - Trampolines
 - Use of schools for overnight activities
 - Velcro-climbing walls
 - Water skiing
 - Whitewater rafting and float trips
 - Yard sales

*Not to be confused with their weekday student only plunge, an activity that has been sanctioned by the Superintendent of Schools.

User Group Priority Placement Schedule

Normal Operating hours during the school year are restricted to start one hour after school dismissal and up until 10:00 p.m. on regular school days, and from 8:00 a.m. to 10:00 p.m. on non-school weekend days.

User Group	Example	Fees
School Events	PVA Events, Athletic Events, Drama Productions, School Clubs	No fees charged
School Sponsored Groups	School booster groups, PTA, PTO, CAC	No fees charged
AA County Department of Recreation and Parks (Recreation and Parks)	Recreation and Parks activities, their sponsored councils and recreation associations	Fees are outlined in the annual Memorandum of Agreement (MOA) between AACPS and Recreation and Parks
Before/After Care	Recreation and Parks, City of Annapolis Rec & Parks, Y of Central Maryland, Super Kids Place, Inc.	No fees charged
Summer Programs/Camps	Summer programs/camps must be coordinated through the Office of Academic Supports and Enhanced Programs	Fees as outlined in individual Memorandums of Agreement (MOA)
Federal, State, County and City Agencies	Federal, State of Maryland, Anne Arundel County Government, and City of Annapolis related activities	No fees charged unless outlined in individual Memorandums of Agreement (MOA).
Higher Education Groups	Community, State and private colleges and universities	Educational institutions that fulfill federal and state requirements and other needs of AACPS shall not be charged for the use of the facility
Community Groups	Civic associations, homeowners' associations, condominium associations, etc.	See fee schedule
Religious Groups	Where membership is limited by reason of religious beliefs	Fees are charged based on whether the group is using a facility for short-term or long-term accommodations
Athletic Training/Sports Camps	Organized/directed by school personnel	No fees charged
Non-profit Organizations	Educational, civic, social, religious, and recreational activities	See fee schedule
Commercial Groups/Profit-Making Organizations	Prohibited unless group is under contract with AACPS	Fees per contract

